

Planning Office Services

The Planning Office is responsible for:

1. Reviewing building permit applications and plans from the Building Department.
2. Providing zoning and land use information to residents, architects, business owners and potential developers.
3. Reviewing proposed site plans and plats and make staff reports and recommendations to the Zoning and Planning Board.
4. Reviewing proposed building plans and prepare variance cases when necessary and make staff reports and recommendations to the Board of Adjustment.
5. Processing proposed amendments to the Comprehensive Land Use Plan at the municipal level.
6. Coordinating the State-mandated Evaluation and Appraisal Report on the Comprehensive Land Use Plan every seven years as required.

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